

24 April 1984

NOTE FOR: Deputy Inspector General

[redacted]

25X1

I'd like to officially thank you for letting us borrow [redacted] for a week to help fill in while [redacted] was in training. It will come as no surprise to you that [redacted] jumped right into our office routine and was a tremendous help. Whether she was handling high-level callers or visitors, taking dictation, typing on the word processor, tracking down action items, or helping to pass on tasking, she demonstrated the highest level of professionalism and skill. Her pleasant, easy manner with people was a special plus in our small but often hectic office.

25X1

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25X1

Mr. McMahon also appreciated having her help us out and had complete confidence in her abilities.

Having heard that [redacted] has been selected for another position, I guess I should also offer my sympathies to you for losing her!

25X1

[redacted]

25X1

Executive Assistant to the DDCI

24 April 1984

NOTE FOR: Chief, Personnel/DDS&T

I would like to thank you for letting us borrow [] last week while we were short-handed.

25X1

[] past front office experience was very evident as she stepped in without hesitation, handling high-level visitors and callers with ease. She also handled a myriad of other tasks -- taking dictation, typing on the word processor, tracking down action items, passing on tasking -- all with the highest level of professionalism.

25X1

Mr. McMahon, who had worked with [] some time ago, also enjoyed the opportunity to do so again and had great confidence in her abilities.

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[]
Executive Assistant to the DDCI

25X1

24 April 1984

NOTE FOR: Executive Secretary

[redacted]

25X1

This is an embarrassingly overdue thank you for springing [redacted] loose a while back to help us out for a week during one of our shorthanded stints.

25X1

I'm sure it will come as no surprise to you that [redacted] stepped right into the busy pace of our office routine and was a tremendous help. Her ability to deal with high-level visitors and callers was particularly appreciated. She also pitched in on a variety of tasks -- typing cables, memos, following up on action items -- and handled all with aplomb.

25X1

Mr. McMahon also had complete confidence in her abilities and appreciated having her help out.

[redacted]

25X1

Executive Assistant to the DDCI

24 April 1984

NOTE FOR: Associate Deputy Director for Administration

[redacted]

25X1

It certainly was nice of you to go out of town this month and let us borrow [redacted] for a week to help us out while [redacted] was in training.

25X1

[redacted] past experience as the "floater" and her DDA front office experience enabled her to hit the ground running. She handled all visitors and calls with ease and quickly carried out any task we threw her way.

25X1

As I gather you have heard, she also quickly taught herself how to use the WANG Word Processor and put it to good use running off a speech for the DDCI. Now she'll be ready when you get your word processor!

The DDCI had complete confidence in [redacted] and we all really appreciated having such a topnotch pinch hitter.

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[redacted]

25X1

Executive Assistant to the DDCI